

## **KPFA RADIO SEEKS A GENERAL MANAGER**

KPFA-FM in Berkeley, California, was established in 1949 as the first listener-supported radio station in the U.S. It is the flagship station of the Pacifica Network, which is a mission-driven organization dedicated to free speech, peace, social justice, and cross-cultural understanding. Broadcasting at 59,000 watts, KPFA serves much of Northern and Central California with an eclectic mix of arts, cultural, music, news and public affairs programming. KPFA seeks a General Manager to provide leadership and vision, who is serious about innovative, high-quality, community-based programming. Go to [KPFA.org/jobs](http://KPFA.org/jobs) for details.

### **RESPONSIBILITIES:**

The General Manager is responsible and accountable for overall administration, personnel, programming, financing, technical operations and public relations of the station. Working with the staff, the Local Station Board, and the community, the General Manager is responsible for monitoring and guiding the station.

#1 *h* The General Manager (GM) supervises a management team consisting of the Development Director, Program Director, Business Manager, Chief Engineer and others, in the administration of all station operations, including programming, human resources, budgeting, fundraising, long-term planning, and FCC compliance. The GM reports to both KPFA's elected Local Station Board and Pacifica's national Executive Director in implementation of the Pacifica mission.

### **Financial Accountabilities and Responsibilities**

- Supervises the preparation of the station's annual budget (currently \$3.5 million) and presents it to KPFA's Local Station Board and the Pacifica National Board for review and approval.
- Maintains the fiscal integrity of the station through membership/fundraising activities, budget management, and compliance with Pacifica National Board and Pacifica National Office policies and practices.
- Supervises the preparation of reports for revenue and expense oversight and ensures that station maintains a balanced budget.

### **General Operations/Physical Plant**

- Ensure transmitter function and compliance with all necessary local, state and Federal laws and regulations.
- Ensure maintenance of physical plant in conjunction with chief engineer and/or operations manager.

### **Programming**

- Ensure program content complies with all necessary state and Federal laws, regulations, and requirements as well as Pacifica programming policies and requirements.
- ~~In coordination with the Program Director, prepare an annual program report.~~

#3



- Establish, maintain, and review programming goals and services in line with Pacifica's mission and goals.
- Oversee technical broadcast operations, and program content, delivery, format, and schedule.

### **FCC, CPB, EEO, AG Reports**

- Ensure completion of and compliance with necessary public file reports, annual CPB Station Activity Surveys, FCC license renewal applications, EEO mandates, charity registration with state Attorney General, OSHA regulations, and other necessary filings.

### **Governance**

- Serve as a non-voting member of the station's Local Station Board, attending meetings once per month as an ex-officio member.
- Select a Program Director from a pool of candidates presented by the station's Local Station Board.
- Work with Local Elections Supervisor on implementing local board elections.

### **Personnel/Trade Union**

Supervise all station staff, paid (30+) and unpaid (~200)

- Attend trade union contract negotiations and handle grievance process.
- Follow all Pacifica procedures and state and Federal laws and union contracts regarding employment processing, recruitment and selection, hiring, termination, and other personnel actions.
- Ensure that public safety measures are in place for paid and unpaid staff, members of the general public, and visitors.

#8  
evaluation

### **Community Relations**

- Represent the station and Pacifica at public forums. Handle media relations for the station.
- Broadcast regular report to the listeners with time allotted for call-ins.

### **Development**

- Supervise development of strategies and plans for fundraising on- and off-air.
- Meet with donors as needed.

### **Internet**

- Oversee maintenance and development of KPFA's web services and social media engagement.

### **REQUIREMENTS:**

Demonstrated commitment to Pacifica's Mission. Bachelor's Degree or commensurate experience in related field 3-5 years of experience managing a radio station, preferably in public broadcasting or related media. Candidate must be committed to a diverse workplace. Candidate will possess excellent management skills and a proven ability to

#4

work collaboratively with paid and volunteer staff. Candidate will possess strong interpersonal and communications skills and the ability to lead and motivate staff and volunteers. Fund raising experience required.

**SALARY**

#5 This is a full-time management position. Annual salary: DOE. Excellent benefits: medical, dental, 403(b) and generous vacation and holiday benefits.

**TO APPLY:**

Email your resume, letter of interest, and salary requirement to: [gmhire@kpfa.org](mailto:gmhire@kpfa.org) or mail to:

Attn: General Manager Search  
KPFA Business Office  
1925 Martin Luther King, Jr Way  
Berkeley, CA 94704

Applications will be held in confidence.

DEADLINE: Open until filled.

Pacifica/KPFA is an Equal Opportunity Employer, and does not discriminate on the basis of race, nationality, gender, age, disability, or nationality.

Principals only – no agents, please.